

# CREST: Post-Award Overview

## When is this tip sheet needed?

When winding down a CREST award (1 of 7).

## Concept

The end of an award is a time of relief for some and a time of anxiety for others. Usually, the difference between the two depends on how well you have prepared for this time administratively and in terms of building project momentum aside from NSF funding. If you have followed the advice in previous sections, your CREST may be a self-sustaining entity and a world-renown authority in your area off research (and education about that research). On the other hand, the project's momentum may be such that a phase II CREST proposal is warranted to continue the achievements made so far. Whichever the case, your obligations to NSF do not simply end when the end date on the Cooperative Agreement is reached.

## Management Considerations

- ❑ This is not the time to drop everything and cease operations. In some ways, you should have been preparing for the end of funding for the past five years. Now is the time to wrap up certain aspects of the project and continue the momentum of other aspects. It is also probably the best opportunity since your pre-proposal needs assessment to survey the landscape, "take stock" of everything the CREST has accomplished (whether good or not-so-good) and make sure these things are fully documented.
- ❑ This is the time to work especially closely with your directors of research, education and administration. Ask them:
  - Have all outcomes and activities been fully recorded and reported?
  - Are lists of the number and demographics of direct participants up to date?
  - Are research outcomes (patents, journal articles, presentations made or pending) up to date?
  - Are publicity clipping files up to date?
  - Have all receipts pertaining to the award been submitted?
- ❑ It is a good idea to prepare auditable summaries for all of these areas for your own reference. Then, a final project report is due via FastLane within 90 days of the end of the Cooperative Agreement. Failure to provide this report in a timely

manner will result in an overdue report 'flag' attached to all key personnel on the project that may delay the review of any future proposals submitted by the institution or these individuals. Other details of the final report are given in tip sheet 3-04.

- ❑ Review the notes under Administrative Conditions.

### **Administrative Considerations**

- ❑ Whether this is the end of your CREST support or the beginning of a phase II award, it is an excellent opportunity to wrap-up the books on phase II.
  - Are all financial accounts spent out and reconciled with all receipts submitted?
  - Have unusual expenses been fully justified and reconciled?
  - Are personnel records complete and reported with final tallies?
  - Has the management team revisited the proposal's goals and objectives and done a self-appraisal of the project's success?
  - Are all lists of deliverables and products (curricula, papers, presentations up to date with full bibliographic citations (including in-preparation or submitted materials)?
  - Are final project participant numbers and demographics fully accounted for?
  - Is an adequate system in place for tracking and documenting project graduates, publications and other useful metrics over the next 5 to 10 years?
  - Has NSF been apprised of all the above?

### **Sources and Further Reading**

The CREST program solicitation

Online at <http://www.nsf.gov/pubsys/ods/getpub.cfm?nsf04574>

The NSF *Grant Proposal Guide* (GPG)

Online at <http://www.nsf.gov/pubsys/ods/getpub.cfm?gpg>

### **What's Next?**

Give your progress to date and its effect on your institution a serious appraisal. Is it time to pursue other opportunities or would you prefer to reapply to the CREST program with a phase II grant? >>> [NEXT \(Reapplying to CREST\)](#)

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